



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

STAFF SERVICES ANALYST

\$2,817 - \$4,579

LICENSING SERVICES DIVISION

LICENSING COMPLIANCE AND COMPANY INVESTIGATIONS BUREAU SACRAMENTO

The Department of Insurance (CDI) has an opening to be filled at the Staff Services Analyst classification to work in the Licensing Compliance and Company Investigations Bureau's Licensing Compliance and Intake Unit.

RESPONSIBILITIES: Under supervision of the Chief of the Licensing Compliance and Company Investigations Bureau (LCB), the incumbent uses advanced analytical knowledge and program expertise to independently perform the most difficult work. Duties include:

- Performs the intake function for Producer Licensing Bureau's (PLB) license applicants and change in licensee's background by reviewing sensitive, confidential and complex documents to decide if an application can be cleared for issuance of a license or if further background analysis is required;
- Performs the intake function for applicants for Certificates of Authority, mergers and acquisitions, and other miscellaneous filings, updates to insurance company officers/directors, and miscellaneous correspondence relating to updates to insurance company officers/directors by reviewing sensitive and confidential information and other background information on officers/directors of the applicant; determining if assignment should be made for background review;
- Makes case assignments and disseminates cases to LCB and Licensing Background Bureau (LBB) analysts;
- Evaluates, makes assignments, and disseminates cases to LCB and LBB analysts on existing licensees with respect to subsequent arrest notifications from the California Department of Justice;
- Utilizes confidential databases and software programs such as the Sircon licensing system, the National Association of Insurance Commissioner's Internet – State Interface Technology Enhancement (I-SITE), CDI's fingerprint processing system and CDI's integrated database case tracking system;
- Maintains a tracking system for intake items to reflect actions taken;
- Works as a liaison for retrieval of PLB renewal documents;
- Records enforcement actions and supports the Legal Branch, LCB, and LBB in the publishing of final enforcement actions;
- Supports LCB and LBB analysts in the processing of legal documents; initial request

08/28/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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letters to various law enforcement, regulatory agencies, and courts;

- Back-up in maintaining CDI's integrated database case tracking system and provides assistance to LCB and LBB office support staff in the records retention process;
- Works as liaison between PLB, LCB, and LBB staff regarding understand aspects of PLB's application and licensing processes background review processes by providing consultation, technical assistance, coordination and general information to LCB, LBB and PLB staff;
- Actively participates on special projects and performs other related duties to support the overall goals of LCB and LBB as required;

DESIRABLE QUALIFICATIONS: Staff work at this level requires in-depth knowledge of the Insurance Code, Penal Code and other State Codes, and laws, rules, regulations and policies of insurance licensing in general. In addition, candidates should have the ability and willingness to independently do routine or detailed work in order to learn the practical application of administrative principles; ability to multi-task with changing priorities; experience in a licensing or production oriented atmosphere; possess good written and verbal communication skills; use good judgment in decision-making; manage time and resources effectively; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; willingness and ability to accept increasing responsibility; and have a positive attitude and be a team player.

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Services Analyst level, those within transfer range, or individuals who have list eligibility for **Staff Services Analyst**. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Staff Services Analyst #413-147-5157-XXX" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** **Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3351 or email brownt.@insurance.ca.gov.

FINAL FILING DATE: September 9, 2013 – Close of Business (5:00 p.m.)

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NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331